

Revised Feb 2011	DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE, NAPLES, ITALY U.S. JOB OPPORTUNITY ANNOUNCEMENT	
	Announcement No.:	EUR12-400231-SC
	Opening Date: 03 Aug 2012	Closing Date: 16 Aug 2012
	Position Title, PP-Series-Grade:	Secretary, GS-0318-06
	Salary Range:	\$30,577.00 - \$39,748.00
	Work Schedule:	Full Time Temporary
	Location:	Commander Navy Forces Europe, Commander Navy Forces Africa, Commander Sixth Fleet (CNE-CNA-C6F), Capodichino, Naples, Italy
How to Apply	<p>Please read the Instructions by clicking on the following link, before submitting your application/resume: https://www.cnic.navy.mil/Naples/Departments/HumanResourcesOffice/Jobs/LocalUSVacancies/index.htm This link above has been updated to provide detailed instructions on how to apply for US Local jobs. Applying for jobs is a personal responsibility and applicants need to ensure to submit a complete application package in order to receive proper consideration for employment.</p> <p>ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE CLOSING DATE OF THE ANNOUNCEMENT.</p>	
Who May Apply	<p>U.S. citizens (except for dual Italian/U.S. citizens) residing in the Naples/Gaeta commuting area who meet the following conditions:</p> <ul style="list-style-type: none"> • Military Spouse and DoD Family members eligible for Schedule A 213.3106(b)(6) appointments. Click here for detailed information regarding this eligibility; or • Current DoD employees serving under career or career conditional appointments. 	
About the Job	<p>The incumbent maintains the Office calendar, schedules appointments and meetings and arranges for receiving visitors. Provides general receptionist, clerical and administrative services to the Staff including screening and managing telephone calls, tracking taskers, preparing outgoing correspondence and managing incoming correspondence. Maintains office files and information storage systems, performs information filing and retrieval services. Maintains databases, correspondence files and mailing lists. Responds to inquiries, questions and information regarding the Strategy. Resources and Plans Office. Maintains office equipment trouble call status. Coordinates phone and video television conferences.</p>	
OPM Qualification Requirements	<p><u>APPLICANTS MUST MEET EXPERIENCE AND/OR EDUCATION REQUIREMENTS:</u></p> <p><u>EXPERIENCE:</u> One (1) year of specialized experience equivalent to at least the GS-05 grade level is required. Specialized experience is defined as experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled</p> <p>Applicants are strongly encouraged to develop an account in the USAJOBS system which allows you to print your completed resume http://www.usajobs.com/ utilizing the resume builder to complete your resume will ensure that you are providing important information about your experience and education and will optimize your consideration for vacancies.</p>	
Job Conditions	<ol style="list-style-type: none"> 1. Selectee must be eligible to obtain and maintain a Secret Security clearance. Applicants are asked to specify on resume level of Security Clearance currently held. 2. Selectee will be required to serve one (1) year probationary period. 3. The position may require occasional travel away from the normal duty station. 4. Employee may be required to work extended or irregular hours, including evenings, weekends and holidays. 5. A fully qualified typist is required. See conditions on <u>Instructions for U.S. Citizen local Vacancy Announcements</u> 	
Application Status	<p>For inquiries concerning job application status please call HRO CML (081) 568-5409 or DSN 626-5409, Monday through Friday, 0900-1500, at least 15 days after the closing date of the announcement, providing the announcement number. Your inquiries will be responded to within 3 business days. Applicants will be notified only if selected. Please contact same number above for any inquiries regarding this vacancy announcement.</p>	
	<p>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</p>	

